

CCH/12

Circular Letter No. 54

Subject: ORAL ENGLISH IN GRADES ABOVE THE THIRD.

To Supervisors of Schools and
Teachers above the Third Grade:

Until further notice teachers in grades above the third will prepare and teach their own lessons in oral English this year according to the following outline.

GRADE FOUR

- Lessons 1 - 5 : Lessons intended to teach children to converse intelligently about their schools (names, location, kinds and sizes of buildings, teachers and children, grades, activities, etc.)
- Lessons 6 -10 : Lessons intended to teach children to talk intelligently about their homes. (location, kinds of buildings, sizes, rooms and interior arrangement, surroundings, etc.)
- Lessons 11-15 : Lessons intended to teach and fix such idiomatic expressions as are most commonly used by children of their age, such as : what do you call....?, at night, in the evening, during the day, every day, in school, at home, difference between night and evening, etc. Free use should be made of the Appleton Spanish-English dictionary in this connection)
- Lessons 16-25 : Lessons intended : to teach and fix such forms in social and official life as are most likely to be used by children of their age, as well as to how to act at certain specific places of business, amusement, institutions, etc. - introductions, requesting and giving information, directing people as to how to reach certain places, instances in which people's pardon should be begged, asking to be excused, the post office, buying admission tickets to theaters, buying at stores, etc.)
- Lessons 26-35 : Lessons intended to teach children to converse intelligently about their towns (wards, streets, parks, statues and monuments, buildings, homes, institutions, public utilities .. water supply, lighting, sewer system - , noted places, industries, etc.)
- Lessons 36-45 : Lessons intended to teach children to converse intelligently about PORTO RICO (,location, size , population, principal mountain ranges, climate, different temperature at different places at different times of the year, port, coast and mountain towns, large and small towns and how to reach them, historic places, parks, statues and monuments, hotels, theaters, main roads, etc.)
- Lessons 46-50 : Lessons intended to teach such arithmetical terms as will help children to understand better their arithmetical terms .. will help children to understand better their arithmetic work in the fifth grade.

GRADE FOUR (continued)

- Lessons 54 - 55 : Lessons intended to teach such geographical terms as will help children to understand better the geography work in the fifth grade.
- Lessons 56 - 65 : Lessons intended to teach facts on any topic or topics not included in the above which the teacher might think convenient and appropriate.

GRADE FIVE

- Lessons 1 - 5 : Lessons intended to teach children to converse intelligently about the schools. See fourth-grade outline.
- Lessons 6 - 11 : Lessons intended to teach children to converse intelligently about their homes. See fourth-grade outline.
- Lessons 12 - 15 : Idiomatic expressions. See fourth-grade outline.
- Lessons 16 - 25 : Forms to be observed in social and official life. See fourth-grade outline.
- Lessons 26 - 35 : The towns. See fourth-grade outline.
- Lessons 36 - 45 : Porto Rico. See fourth-grade outline.
- Lessons 46 - 48 : Lessons intended to teach children to converse intelligently about the Greater Antilles and specially about Cuba, our dealings with her and how to reach her.
- Lessons 49 - 50 : Lessons intended to teach children to converse intelligently about the Dominican Republic, our dealings with her and how to reach her.
- Lessons 51 - : Lessons intended to teach children to converse intelligently about Jamaica, our dealings with her and how to reach her.
- Lessons 52 - 53 : Lessons intended to teach children to converse intelligently about the Virgin Islands (Saint Croix, Saint Thomas, Saint John), our dealings with these islands and how to reach them.
- Lessons 54 - 55 : Lessons intended to teach children to converse intelligently about the Leeward Islands, including Guadeloupe, Dominica, Martinique, Saint Lucia, Barbados, Trinidad and other smaller islands of the group, our dealings with them and how to reach them.

Lesson

N O T E - (1)-Lessons 46-55 are not to be merely from the geographical point of view. They should include that point but they should also deal largely with general facts about ~~themesuch~~ ~~as~~ ~~people~~ inquiring about these countries might like to know.

Lessons 56 - 59 : Lessons intended to teach ~~fahtl~~ children to converse intelligently about the steamship lines connecting Porto Rico with the United States, how to secure passage and how to travel on these lines. Additional details should be taught that persons wanting to travel to the United States

GRADE FIVE (continued)

might like to know.

Lessons 60 - : Lessons intended to teach children to converse intelligently about the steamship lines carrying freight to and from the United States, kind of freight carried both ways and something about rates.

Lessons 61 - 70 : Lessons intended to teach children to talk intelligently about the United States in general - what to expect to see on landing in New York - Statue of Liberty, Brooklyn and Manhattan Bridges, hotels, museums, libraries, east and west streets, Broadway, up-town, down-town, Fifth Avenue, noted buildings, theatres, Manhattan Island, Brooklyn, the Hudson, etc. - important cities, products and industries, Boston, Philadelphia, Chicago, Washington, D.C., Los Angeles, San Francisco, Niagara Falls, etc.

Lessons 71 - 75 : Lessons on any topic or topics not included in the above which the teacher might think convenient and appropriate.

GRADE SIX

<u>Lessons 1 - 5</u> :	The schools. See fourth-grade outline.
<u>Lessons 6 - 11</u> :	The home. See fourth-grade outline.
<u>Lessons 12 - 16</u> :	Idiomatic expressions. See fourth-grade outline.
<u>Lessons 17 - 19</u> :	Forms to be observed in social and official life. See fourth-grade outline.
<u>Lessons 20 - 29</u> :	The town. See fourth-grade outline.
<u>Lessons 30 - 39</u> :	Porto Rico. " " " "
<u>Lessons 40 - 41</u> :	Greater Antilles - Cuba. See fifth-grade outline.
<u>Lessons 42 - 43</u> :	Jamaica. See fifth-grade outline.
<u>Lessons 43 - 44</u> :	Dominican Republic. See fifth-grade outline.
<u>Lessons 45 - 46</u> :	The Virgin Islands. See fifth-grade outline.
<u>Lessons 47 - 48</u> :	The Leewards Islands. See fifth-grade outline.
<u>Lessons 48 - 49</u> :	Steamship lines between Porto Rico and the U.S. See lessons 56-59, fifth-grade outline.
<u>Lessons 50 - 51</u> :	Freight lines. See lesson 60, fifth-grade outline.
<u>Lessons 52 - 71</u> :	The United States. See lessons 61-70, fifth grade.
<u>Lessons 72.</u> :	Lesson intended to teach facts about Mexico, our dealings with her and how to reach her.
<u>Lessons 73 - 74</u> :	Lessons intended to teach facts about South America, our dealings with her and how to reach her different countries. See NOTE (1) above in connection with these two lessons and with lesson 72.
<u>Lessons 75 - 80</u> :	Additional topic or topics. See lessons 71-75, in the fifth-grade outline.

GRADE SEVEN

Lessons 1-3	: The Schools. See fourth-grade outline.
Lessons 4-6	: The Home. See fourth-grade outline.
Lessons 7-11	: Idiomatic Expressions. See fourth-grade outline.
Lessons 12-15	: Forms to be observed in social and official life. See fourth-grade outline.
Lessons 16-20	: The Town. See fourth-grade outline.
Lessons 21-30	: Porto Rico. See fourth-grade outline.
Lesson 31-	: The Greater Antilles: Cuba. See fifth-grade outline.
Lesson 32-	: The Greater Antilles: Dominican Republic. See fifth-grade outline.
Lesson 33-	: The Greater Antilles: Jamaica. See fifth-grade outline.
Lesson 34-	: The Virgin Islands (Saint Croix, Saint Thomas, Saint John). See fifth-grade outline.
Lesson 35-	: The Leeward Islands. See fifth-grade outline.
Lessons 36-37	: Steamship lines connecting Porto Rico with the United States. See fifth-grade outline.
Lessons 38-39	: Freight lines. See lesson 60, fifth-grade outline.
Lessons 40-45	: The United States. See lessons 61-70, fifth-grade outline.
Lesson 46-	: Mexico. See lesson 72, sixth-grade outline.
Lessons 47-49	: South America. See lessons 73-74, sixth-grade outline.
Lessons 50-55	: Additional topic or topics. See lessons 71-75 of the fifth-grade outline.
Lessons 56-60	: Intended to teach children to converse intelligently about the main countries of Europe: how to reach them, what to expect to see in their largest cities, historic places, noted institutions and such other items of general interest.

GRADE EIGHT

Lessons 1-3	: The Schools. See fourth-grade outline.
Lessons 4-6	: The Home. See fourth-grade outline.
Lessons 7-11	: Forms to be observed in social and official life. See fourth-grade outline.
Lessons 12-16	: Idiomatic expressions. See fourth-grade outline.
Lessons 17-21	: The Town. See fourth-grade outline.
Lessons 22-31	: Porto Rico. See fourth-grade outline.
Lesson 32-	: The Greater Antilles: Cuba. See fifth-grade outline.
Lesson 33-	: The Greater Antilles: Dominican Republic. See fifth-grade outline.
Lesson 34-	: The Greater Antilles: Jamaica. See fifth-grade outline.
Lesson 35-	: The Virgin Islands. See fifth-grade outline.
Lesson 36-	: The Leeward Islands. See fifth-grade outline.

GRADE EIGHT (continued)

- Lessons 37-39 : Steamship lines connecting Porto Rico with the United States. See lessons 56-59, fifth-grade outline.
- Lessons 40-41 : Freight lines. See lessons 60, fifth-grade outline.
- Lesson 42-46 : The United States. See lessons 61-70, fifth-grade outline.
- Lesson 47- : Mexico. See lesson 72, sixth-grade outline.
- Lessons 48-49 : South America. See lessons 73-74, sixth-grade outline.
- Lessons 50-54 : Lessons on additional topic or topics not included in the above which the teacher might think convenient and appropriate to teach.
- Lessons 55-59 : Europe: See lessons 56-60, seventh-grade outline.
- Lessons 60-64 : Lessons intended to teach children to converse intelligently about Porto Rico's public and private schools - elementary and high schools and colleges, Courses offered and what these schools do in general for our children and young people.
- Lessons 65-67 : Facts about public and private schools in the United States.
- Lessons 68-69 : Our professions and their possibilities : engineering, medical, legal, etc.
- Lessons 70-72 : Our trades and our industries and their possibilities.
- Lessons 73-74 : Lessons intended to teach children to converse intelligently about the government of Porto Rico - municipal and insular. This should not be a mere repetition of what our textbooks say. The subject should be treated from a broad and at the same time practical point of view.
- Lessons 75-77 : Lessons intended to teach children to converse intelligently about social conditions in Porto Rico.
- Lessons 78-80 : Great men Porto Rico has had and what they achieved.
- Lessons 81-85 : Business conditions in Porto Rico - different phases.

SUGGESTIONS AS TO HOW TO PREPARE THESE LESSONS

- 1-Do not try to go too deep into any of these subjects. The idea in these lessons is to teach children to converse intelligently about these subjects in the measure that may be expected of children of their age.
- 2-Do the work for each grade in a separate notebook.
- 3-Prepare each lesson more or less on the following plan:

- 1st- Think of a definite title for each lesson
- 2nd- Think of the items that you wish to teach under each title and outline them.

- 3rd- If your information on any subject that you are to teach is not complete, or if you are not very certain about the facts connected with it, investigate first and study.
- 4th- Note the typical vocabulary to be used in connection with each particular subject.
- 5th- Write one or more paragraphs comprising all the information which you wish to convey to your pupils. Let your style be simple; avoid long sentences and above all use the typical vocabulary for the subject.
- 6th- Write ten or more questions on the paragraphs written, intended to lead pupils into a conversation about the subject. Let questions be clear and definite.
- 7th- Select the difficult words that must be used in the conversation and list them for study as to correct spelling and pronunciation.
- 8th- Provide a blank space in each lesson in your notebook on which to write any ideas and facts that may come up in class while teaching the lesson.

HOW TO CONDUCT THESE LESSONS

- 1st- Announce the subject for the day's lesson to the class
- 2nd- List on the blackboard the difficult words selected for study.
- 3rd- Find out how much pupils know about the subject and jot down on the blank space provided, any facts stated by pupils which you might like to consider.
- 4th- Tell all your facts to the class.
- 5th- Comment upon these facts with pupils using the leading questions prepared.
- 6th- Call for a summary of the lesson
- 7th- If the lesson lends itself for dramatization dramatize it there without any previous preparation.
- 8th- Pass your general criticisms.
- 9th- Announce the topic for the next lesson asking pupils to bring all information and material available.
- 10th- In case that new ideas come up in class that were not thought of before add these ideas to the lesson and write a clear and correct copy of the entire lesson as finished.
- 11th- Conduct these lessons in a General Class.

Each teacher teaching oral English in these grades will keep her development of these lessons in notebooks. These notebooks will be ready for inspection at all times.

While no report to this central office will be required on these lessons sample lessons may be called for at any time and stress will be laid on this phase of the work on the occasion of our visits.

This letter supersedes Circular Letter #140, of 1927-28.

Yours very truly,

JUAN B. HUYKE

COMMISSIONER OF EDUCATION

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